

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Erik Hoyer, Chair
Richard Schadewald, Vice Chair
Joan Brusky, Thomas De Wane, Aaron Linsen

HUMAN SERVICES COMMITTEE

Wednesday, June 29, 2016

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 25, 2016.

Comments from the Public

Report from Human Services Chair, Erik Hoyer

1. Review Minutes of:
 - a. Human Services Board (June 9, 2016).
 - b. Veterans' Recognition Subcommittee (May 17, 2016).

Communications

2. Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaints. *Motion at May meeting: To hold item until the next meeting.*
3. Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions. *Motion at May meeting: To hold item until the next meeting on June 29, 2016.* (Supervisors: Please refer to red packet of information provided by Brown County Citizens for Responsible Wind Energy at May County Board meeting).

Human Services Department

4. Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.*
5. Resolution re: Reorganization of the Human Services – Community Treatment Center Table of Organization.
6. Executive Director's Report.
7. Financial Report for Community Treatment Center and Community Programs.
8. Statistical Reports.

- a. CTC Staff – Double Shifts Worked.
 - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Monthly Inpatient Data – Bellin Psychiatric Center.
 - d. Child Protection – Child Abuse/Neglect Report.
 - e. Monthly Contract Update.
9. Request for New Non-Continuous Vendor.
 10. Request for New Vendor Contract.

Aging & Disability Resource Center - No agenda items.

Health Department - No agenda items.

Syble Hopp – No agenda items.

Veterans Services – No agenda items.

Other

11. Audit of bills.
12. Such other Matters as Authorized by Law.
13. Adjourn.

Erik Hoyer, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
HUMAN SERVICES COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Human Services Committee** was held on Wednesday, May 25, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Hoyer, Supervisor Schadewald, Supervisor Brusky, Supervisor Linssen
Excused: Supervisor De Wane
Also Present: Interim Health Director Debbie Armbruster, Health Department Environmental/Lab Manager Rob Gollman, Syble Hopp School Administrator Barb Natelle, Human Services Director Erik Pritzl, Finance Manager Eric Johnson, Director of Community Programs Nancy Fennema, Director of Administration Chad Weininger and other interested parties

I. Call Meeting to Order.

The meeting was called to order by Chair Hoyer at 5:32 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of April 27, 2016.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Report from Human Services Chair, Erik Hoyer

Chair Hoyer welcomed Supervisor Linssen to the Human Services Committee. He noted that Linssen had been on Public Safety but asked to be assigned to a different committee due to the possibility of potential professional conflicts. Supervisor Evans was willing to switch places with Linssen and Hoyer thanked him for his long and distinguished time on the Human Services Committee and said that he has the utmost respect for Evans and the time he served on the Committee and the leadership and service he provided to the Committee.

Hoyer continued that at the last Board meeting there was an appointment to Newcap. Hoyer has been contacted by the Director of Newcap and she is hoping to come to the Committee in the next few months to give a presentation on the services Newcap currently provides as well as what services they could potentially provide to the County, particularly reflective of the Human Services.

Hoyer also noted that recently there had been some e-mails regarding odor complaints, specifically in the Sanimax district. One of the candidates for supervisor who did not win as well as some of the other candidates went on the record and sent e-mails out regarding this issue. With regard to the e-mail about Sanimax running without a current permit, Hoyer wanted to clarify that while that is technically accurate, that is a reflection of the State rather than Sanimax itself. Sanimax submitted their application for renewal of their permit in 2014 but the State has not acted upon the renewal process. However, with the attention that has been focused on that, there will be a public hearing sponsored by the State for the renewal application and Hoyer will keep the Committee advised of that. During the summer when there is the possibility of more complaints regarding odor, Sanimax will be asked to attend a Human Services meeting and they have promised in the past to attend with some regularity.

1. Review Minutes of:

- a. Board of Health (March 8, 2016).
- b. Children with Disabilities Education Board (May 10, 2016).

- c. Human Services Board (May 12, 2016).
- d. Veterans' Recognition Subcommittee (April 19, 2016).

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to suspend the rules to take Items 1 a, b, c & d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve Items 1 a, b, c & d. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. Communication from Supervisor Zima (for Steve Deslauriers) re: I am requesting the Human Services Committee review why wind turbine complaints are not handled by the Health Dept. as other health complaints.

Hoyer noted that Supervisor Zima recently contacted him regarding the two communications on tonight's agenda. Zima requested that these communications be postponed for one month and Hoyer does not have any objection to this. Supervisor Schadewald asked if the Health Department had a report on this. Lab Manager Rob Gollman indicated that he had a response prepared, but he wanted Supervisor Zima to hear it.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to hold item until the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

- 3. Communication from Supervisor Zima (for James Vanden Boogart): re: I am requesting that the attached document and the full report referenced therein be examined and discussed by the Human Service Committee and the Board of Supervisors and they take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriate qualified environmental attorney to explore possible legal solutions.

Schadewald said he did not have a problem holding this, although he is not able to attend the next meeting on the regularly scheduled night. After a brief discussion, it was agreed to hold the next Human Services meeting on June 29, 2016.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to hold Item until the next meeting on June 29, 2016. Vote taken. MOTION CARRIED UNANIMOUSLY

Health Department

- 4. Budget Adjustment Request (16-39): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment relates to the Wisconsin Early Childhood Partners Region grant which is to purchase and provide Ages and States Questionnaires (ASQ) to parents to fill out and return in a postage paid envelope. The questionnaires make sure the children are developing well and this screening provides a quick look at how children are doing in areas such as communication, physical ability, social skills and problem solving.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 5. Budget Adjustment Request (16-40): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment relates to the Healthcare Emergency Response Coalition (NEW-HERC) which has been awarded \$11,957 to help their EMS partners be better prepared and able to respond in a disaster or emergency relating to Ebola activities or any of the Healthcare Emergency Preparedness Capabilities. The funds will be used to reimburse services provided by contractors/vendors.

In addition, the State of Wisconsin has awarded an Adult Immunization Grant to increase adult seasonal influenza vaccinations by sharing information with other agencies and entering the data into the Wisconsin Immunization Registry (WIR). This project will expand on duties already being performed by our nurses, health educators and

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health aides. The health aides will not be needed in the school during summer and will work on this project during that time.

Schadewald asked about the CARS state grant listed on the budget adjustment. Interim Health Department Director Debbie Armbruster stated that this is a state funded grant and not part of the levy. It provides a staff person who is housed at the Health Department and is part of the regional center. Schadewald asked if this was specifically for Ebola, and Armbruster responded that it is more open ended and is in the hospital, not within the local emergency preparedness division.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Budget Adjustment Request (16-41): Any increase in expenses with an offsetting increase in revenue.

This adjustment relates to the Community Health Improvement in Action (CHIA) project which is funded by the UW School of Medicine and Public Health from the Wisconsin Partnership Program educating community members in alcohol awareness. Funds up to \$2,200 will be disbursed upon completion of training via webinars and/or local, regional and statewide meetings.

Armbruster said that she wanted to make this Committee as well as the Board of Health aware that she has recently received communication from the State that came through the County Executive that while she is acting as Interim Director, the Health Department will be put down to a level two rather than a level three because she does not have a Master's degree as outlined in the State Statutes. This means that they will continue to run all programs as if they are the level three that they usually are and the Health Department will function completely the same as they have been. Financially, this will result in a minimal reduction of \$4,300 per year, however, if a new Director is hired that meets the qualifications, that reduction will be prorated. Armbruster also reassured that going from a level two back to a level three will not require any kind of request or anything else other than to prove that a Director is hired that meets the statute requirements. Armbruster said she has been assured by County Executive Troy Streckenbach that the State will be involved in the hiring process to make sure that someone is hired who meets the requirements needed.

Motion made by Supervisor Brusky, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Syble Hopp School

7. Syble Hopp School 2017 Budget.

Chair Hoyer recommended Committee members visit Syble Hopp if they have not already done so. He said it is a wonderful campus and he recently enjoyed a visit to the school. Hoyer said the Syble Hopp budget runs according to the scholastic year whereas the remainder of the County budgets run according to the calendar year. The Syble Hopp budget for the 2016 – 2017 school year is up for approval at this time. Hoyer wished to note that through leadership as well as generosity of our citizenry, Syble Hopp has been able to maintain their level of levy at a consistent level.

School Administrator Barb Natelle directed the Committee's attention to the bottom of page two of the proposed budget and noted that their revenues are less than their budget from the previous year. She noted that if they spend less money, they get less money from the State. She continued that they are keeping their levy at the same rate; however, they need an additional \$59,000 in order to do that. Natelle said Syble Hopp has a separate fund balance different from the rest of the County and that fund balance currently has \$3.3 million dollars in it. Because of the way the State aid comes in, in order to get Syble Hopp through December, 2016, they need at least \$2 million dollars. Natelle continued that they try to keep a fund balance just like regular schools so they do not have to borrow to meet the obligations. If they pull \$59,000 out of the \$3.3 million dollar fund balance, they will still have the safety net they need in order to go into 2017 when the taxes and State aid comes in.

Schadewald said it appears the bottom line is that the levy is staying the same and Syble Hopp has a plan to deal with the deficit. Natelle said that that was correct. Schadewald said Syble Hopp is very unique and special and he said that they service Brown County in a very unique way and it is a very great program. People throughout the State look at

Brown County's program as being a great program and he also encouraged Committee members to visit the school and check it out.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Services Department

8. Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.*

Human Services Director Erik Pritzl said he received notification that a committee has been assembled to work on the scheduling issues. The committee includes nine people from the CTC as well as Tom Smith from Human Resources. The first meeting will be held on June 3, 2016. In addition, Pritzl said he met with a representative of the 911 Center to talk about their scheduling and how they went through the process as they have recently presented information at a national conference about their efforts and the success they have had. Pritzl will continue to keep this Committee advised of developments in this regard.

No action taken.

9. Executive Director's Report.

Pritzl referenced his Director's Report contained in the agenda packet. He called attention to the day report center component of the mental health initiative and said that proposals were due earlier in the day. There is a scoring committee that will look over the proposals and Pritzl noted that they had a vendor conference where interested parties could come and ask questions. Six to eight people representing different agencies attended. He will keep the Committee advised on this. Hoyer asked if it would be worth having a special meeting before the next County Board meeting to go over the proposals or if the proposals should be reviewed at the next Committee meeting. Pritzl responded that the RFP should be with the scoring committee and out of that would come a selected provider and then the contract negotiations. He felt that what would ultimately come before this Committee is a successful contract. Director of Administration Chad Weininger added that the Committee does not get involved in the RFP process. The criteria is approved on the front end and he noted that the County Board has already approved moving forward. Hoyer said that his primary interest is moving this along as efficiently as possible. Pritzl said the process is moving along as it should and all of the timelines are being followed.

Pritzl also talked about the mobile crisis component of the mental health initiative and reported that the provider has put four extra positions in for funding. In speaking with the provider recently, Pritzl was advised that they are currently at plus three. They had some retention issues in the beginning, but they are now almost at full staff.

Schadewald said he recently had a discussion with Luke Schubert at the CTC. He mentioned the CBRF and asked if Innovative Services runs a secondary CBRF. He said he wants it clear that Brown County has a CBRF that we run at the CTC and Innovative Services has a CBRF at the CTC that they run. Innovative Services has a capacity of 20 and Brown County has a capacity of 15. Schadewald asked if Brown County contracts with Innovative Services. Pritzl said he has been trying to unravel this for a while and noted that both CBRFs are licensed the same and have largely the same criteria of crisis stabilization resources. Brown County created the Bay Haven unit in 2014 and essentially created a competitor to diversion which already was in existence. Diversion is 20 beds that are for crisis stabilization. The admissions are voluntary and can be people who direct admit. Bay Haven is licensed the same and is also voluntary. Historically the patients at Bay Haven are people who are coming from the inpatient psychiatric facility when they are stepped down from that facility. Pritzl said they have also been seeing some direct admissions. There is some view that the level of care at Bay Haven can be a little bit more because there is a little more access to medical services and there is some truth to that. All told, Pritzl said there are 35 diversion beds in Brown County that the County is paying for. He continues to look at the census very closely and has enough data to look at the first quarter of 2016 very well to start to look at what the long term picture is. Pritzl noted that there are a number of beds that are not being utilized.

Schadewald felt this Committee has to look at this and figure out a better plan for the future. Pritzl said that is exactly what his department is doing. As a department they are trying to understand better how the facilities are used and

figure out the rationale and purpose. At the same time, Pritzl wants to see what needs could be addressed through one or the other facilities. The discussion has been had at the ad hoc committee as to what residential treatment could be offered in terms of substance abuse. Pritzl said they are getting down to fewer and fewer viable options and one of the options could be status quo but that may be risky and may not make sense with the surplus of beds.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

10. Financial Report for Community Treatment Center and Community Programs.

Pritzl referred to the narrative report contained in the agenda packet. He noted that with regard to the census year to date average, they are at the target in terms of budget, but it is still about capacity and utilization. They are taking care of the financial piece as much as possible, but they do need to look at overall utilization. With regard to the hospital, it is close to budget and they are also seeing increased utilization in that area. Overall, the CTC is still unfavorable, but if you look at last year year to date as compared to this year year to date, there is a significantly improved financial picture.

Schadewald asked if it would be fair to say it is not just a matter of census, but we have to also look at revenue from the standpoint of who the clients are and what revenues they have because the County does not get reimbursed at a rate equivalent to a private facility. Finance Manager Eric Johnson said that the vast majority of the patients are Medicaid funded and are recognized as below cost. Schadewald said the Committee and County Board needs to know that the County is servicing a group of people who need the services, but Medicaid does not reimburse at a rate to cover the services. Pritzl agreed with that and said that with the patient and population mix it is almost guaranteed that money will be lost. Schadewald felt the Board and Committee should be made aware of how much may be lost at the current trends. Pritzl said that his experience in other counties with facilities that are operating is that the levy is basically representing the loss to some extent. Other facilities would try to operate within a patient or resident mix that would equalize the private pays with Medicaid and Medicare to get to a mix that is sustainable. In Brown County, because of the population being disproportionately Medicaid, what is generally seen is a loss.

Supervisor Linssen asked about the disproportion and asked if Pritzl was talking specifically about the populations using Brown County's services or if he is comparing it to another county. Pritzl responded that to some extent it would be both. Pritzl did not feel that the private sector would take as many Medicaid residents as Brown County does. Other counties may have facilities that do exactly what Brown County does and have a similar population.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. Statistical Reports.

a. CTC Staff – Double Shifts Worked.

Schadewald asked why this report was included in the monthly reporting to the Human Services Committee. Pritzl said that including this report on the agenda predates him and he does not know who requested it or why. Schadewald would like Pritzl to find out the background on this and let the Committee know why it is included for review each month. Pritzl will do this and let the Committee know at the next meeting.

Motion made by Supervisor Linssen, seconded by Supervisor Brusky to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.

Schadewald asked what the purpose of this report is. Pritzl noted that some of the reports included on the Human Services Committee agenda are also provided to the Human Services Board. Some of these reports are actually generated for the Human Services Board so some of the reports will come to this Committee by virtue of the fact that they pass off. Many of the same issues that are discussed at Human Services Committee are also discussed at Human Services Board.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

c. Monthly Inpatient Data – Bellin Psychiatric Center.

Supervisor Brusky asked if insurance is required before an adolescent is admitted to Bellin Psychiatric Center. Pritzl said that insurance is not a requirement and explained that if an admission is an involuntary crisis admission under Chapter 51 and the decision is made that the child needs inpatient hospitalization, it is an emergency treatment need that the County is obligated to meet. If there is insurance, the cost of care is offset, but the County does have an obligation to meet the crisis needs of children as well as adults. Brusky asked what happens when a person runs out of insurance. Pritzl stated that the County does get involved in those situations for problem solving because the child could end up in crisis if they leave the facility because the insurance ran out. These circumstances are looked at on a case by case basis but involuntaries are definitely the obligation of the County.

Director of Community Programs Nancy Fennema agreed that these situations are handled on a case by case basis, but noted that there are very few options for psychiatric care. Pritzl added that on admission, it is similar to any other medical situation. If you are being treated for a medical condition and you run out of funding, the provider may have options to explore. They could have some funding they could tap into, or they could put it under community care dollars which are dollars that facilities have that they offer as treatment options for people, but the patient needs to work this out with the facility. The psychiatric care runs the same way. Brusky asked if a person may be discharged when they are really not ready to leave if the funding runs out. Pritzl said that that could happen. Fennema added that in these instances Brown County would most likely put together a community support plan to meet the person's needs to the best of the County's ability with available resources. These could include outpatient services, family support and other services. Fennema also noted that from time to time Brown County gets calls from people looking for help that are not necessarily eligible for services and in these instances the County works in partnership with the private nonprofit community.

Schadewald asked if this report was another one that was used for planning purposes for the Human Services Department. Pritzl said this report goes to the Human Services Board first for review. He said that a few months ago year to year comparisons were added to the report so there was historical data available for review.

Schadewald asked why children are not served in the County's own facility and Pritzl responded that the County stopped serving children and adolescents before the new facility was built. Fennema also noted that licensing is very different for children and adolescents than it is for adults. Children and adolescents cannot be served in the CBRF because it is not an inpatient psychiatric facility. By using Bay Haven as a child and adolescent inpatient psychiatric unit, the hospital size would go from 16 beds to 31 beds and that changes the status as a facility as well as the Medicaid reimbursement. This would be undesirable for a number of reasons. Pritzl also noted that there has not been a capacity issue with Bellin providing the services. The contract with Bellin is a yearly contract and he noted that Bellin is the only facility currently able to provide the services in Brown County. Fennema said the efforts are to help keep kids out of the hospital. Pritzl added that Brown County is not the only county that uses Bellin for children and adolescents and he noted that if Brown County did not contract with Bellin, the County would be using the Winnebago County facility.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

d. Child Protection – Child Abuse/Neglect Report.

Pritzl explained that this is another report that goes to the Human Services Board and then to the Human Services Committee. The form has recently been expanded to provide a little more history in terms of data and graphics have been added to give a little better representation. Pritzl said the first graph shows all of the reports received on a monthly basis. He said there is a dip in the summer months and he has looked back a number of years and this has been the trend. The Board had some good conversations about this and he noted that the bulk of the reports come from when children are in school. In summer children are seen in other places and they had discussed doing some outreach or community education with things like Park and Rec Departments because they can report as well.

The bottom graph represents the screen in reports and this is when there is a decision made to accept a report for assessment. The total shows how many reports are accepted for assessment and then by different categories. Anything that is not services are actually formal initial assessments where workers go out and go through an interview structure with each of the people involved, the child, the parent and the siblings. The service reports are more contact with the family to talk about what the situation that is reported is and what services may be needed.

A question was asked as to how many reports involved the same family. Pritzl did not have that information available but he can get it, although he did say that there are multiple reports in a year for some families, but the average was not as high as was expected. Pritzl noted there can be multiple reports for the same incident or family. The school could call in a report and then law enforcement could call in the same situation and this would count as two reports and they may both be screened in so it would be counted twice. That is not typical and is more the exception, but Pritzl said you could see a situation where a report was received in the first week of the month and then another report in the last week of the month and that would be counted as two incidents. Pritzl continued that they do not see many duplications on incidents, but they do see multiple reports on a family throughout the year.

The last page of the report refers to CHIPs petitions and shows historically how many court actions were initiated to protect a child or to bring the court into the picture. This is where a petition is filed and an order is entered if founded and then there would be certain conditions put in place for the family. This could be for children either in the home or out of the home. Pritzl noted that through the first quarter of 2016 there have been 59 petitions filed. If these numbers continue, by the end of the year the numbers will be higher than any other year. This represents an increased workload for Corporation Counsel as they are the ones that handle the court proceedings. Pritzl also noted that each child in a family gets their own petition, so there could be a number of actions for the same family.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

e. Monthly Contract Update.

Pritzl explained that all of the contracts have been budgeted for in the budget process. Fennema noted that there may be a different contract or a change in contract, but they have all been budgeted for. She said the financial impact was greater prior to Family Care transition. It is now a smaller dollar amount, but represents the detail that had been requested previously. Pritzl added that the form shows the original contract and then any updates to the contract. The updates are typically the result of different people entering the services than were expected.

Motion made by Supervisor Brusky, seconded by Supervisor Linssen to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

12. Request for New Non-Continuous Vendor.

Pritzl explained that non-continuous vendors are vendors used for a specific service at a specific time and are not intended to be a new vendor. All of the non-continuous vendors have a not to exceed amount of \$10,000. Anything over \$10,000 has to have a contract put in place. The monies for these contracts are shown in the budget under purchased services lines. Pritzl continued that there are budgeted amounts for the services overall and they watch the budget lines to assess how close they are to budget and those figures are shown in the financial statements. Schadewald wanted to be sure that Pritzl keeps the Committee advised of their expenditures so that there are no surprises at the end of the year. Fennema added that some of the challenges they have had in the last six to nine months are improving the reporting and the ability to get the data the Department wants and then sharing it with the Committee.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Request for New Vendor Contract.

Pritzl explained that the new vendor contracts are contracts that exceed \$10,000 and were unexpected at the beginning of the year. As the Department has people enter different services they have to put together plans to meet their needs. The contracts on the report represent a service that was not expected but needs to be brought forward as a new vendor contract for approval.

Schadewald asked how the performance is evaluated for new vendors. Pritzl said that he would rather have the contract provider relations people answer and talk about the contracting process and how they procure and get quotes. A question was asked if the new vendor contracts were also budgeted as part of the pot of money that Human Services has for various services. Pritzl said that it would either be budgeted in the purchased services lines in the budget, or they would be seeing a different revenue come in because they have accepted someone for services which would represent an offset to the expense. Pritzl added that if someone comes into a program they have to get a functional screen which will identify needs that they have and then the coordinator has to develop a service plan for that person addressing those functional needs. Basically they broker or purchase services and coordinate the services that are needed but they are all based on some standardized screen that is used in the State of Wisconsin. Pritzl added that if services are denied or restricted, the person has the right to appeal the decision. Linssen said he would like to see more detail provided for new services contracts to show what is being received for the money.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

14. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Such other matters as authorized by law.

A discussion was held regarding the next meeting date and June 29, 2016 was selected.

16. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to adjourn at 6:47 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, June 9, 2016 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Carole Andrews, JoAnn Grascberger, Craig Huxford, Jesse Brunette

Excused: Bill Clancy, Susan Hyland

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Deputy Director
Eric Johnson, Finance Manager
Dawn LaPlant, Health Information Manager
Sue Salewski, ABC Supervisor
UWGB Nursing Student

1. **Call Meeting to Order:**
The meeting was called to order by Chairman Lund at 5:15 pm.
2. **Approve/Modify Agenda:**
HUXFORD / LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.
3. **Approve Minutes of May 12, 2016 Human Services Board Meeting:**

GRASCHBERGER / ANDREWS moved to approve the minutes dated May 12, 2016.
The motion was passed unanimously.
4. **Executive Director's Report including Administrator Report (CTC):**

Executive Director Pritzl had submitted his report with the agenda. He went over some of the key items.

Q: Citizen Board Member Laundrie asked if homelessness is on the decline with the nicer weather.
A: Deputy Director Fennema stated that the numbers have not decreased and that the number of homeless veterans has significantly increased. There is a new benefit in Economic Support which will assist veterans considered homeless to assist them with first month's rent, down payment and utilities. Citizen Board Member Huxford added that many veterans may not be considered homeless but are living in substandard conditions and it would great to get more resources to them.

Q: Citizen Board Member Laundrie asked if we help individuals re-entering workforce with mock interviews.

A: Executive Director Pritzl stated that Workforce Development assists individuals with that. Huxford stated there is even a specific staff member who deals solely with veterans.

Citizen Board Member Brunette entered at 5:26 p.m.

Executive Director Pritzl noted census is up on average and utilization is being driven by us.

Q: Citizen Board Member Laundrie asked which county we take the highest number of residents from.

A: Executive Director Pritzl stated that the highest populations for out-of-county come from Oconto and Manitowoc.

ANDREWS / GRASCHBERGER moved to receive and place on file items 4 & 6.
Motion was carried unanimously.

5. Presentation re: Health Information Management / Privacy.

Health Information Manager Dawn LaPlant gave a Power Point presentation to the board (attached).

Q: Citizen Board Member Laundrie asked if the ICD-10 is parallel to the DSM-5.

A: LaPlant stated that DSM-5 relates to behavioral health where ICD-10 is every type of healthcare diagnosis.

Q: Citizen Board Member Huxford asked if the ICD-10 eliminated most of need for transcription.

A: LaPlant stated that the main change with the ICD-10 has been the higher level specificity of coding.

LAUNDRIE / HUXFORD moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report:

Financial Manager Eric Johnson handed out budget sheets (attached). Since personnel data was closed for the month, Eric ran a special report to show personnel costs year to date. Overtime for both CP and CTC is higher than what we would like and we are confirming the reasons for that. Erik Pritzl added that we had high one to one needs on the CTC campus which means a big impact on our resources.

Q: Citizen Board Member Laundrie asked how the county board felt about this information (regarding our deficit).

A: Executive Pritzl stated there has been limited discussion regarding this at the committee level. With final numbers available now, more discussion can occur.

GRASCHBERGER / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

8. Statistical Reports:

Please refer to the packet which includes this information.

9. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

10. Approval for New Vendor Contract:

Please refer to the packet which includes this information.

ANDREWS / GRASCHBERGER moved to receive items 8 – 10 and place on file.
Motion was carried unanimously.

11. Other Matters:

Introductions were made as Citizen Board Member Jesse Brunette is new to this board.

Next Meeting: Thursday, July 14, 2016
5:15 p.m. – Sophie Beaumont, Board Room A

12. Adjourn Business Meeting:

HUXFORD / ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:01 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

HEALTH INFORMATION MANAGEMENT/ PRIVACY OFFICER

Dawn LaPlant, RHIT

What is Health Information Management (HIM)?

- › The practice of acquiring, analyzing, and protecting electronic and paper medical information vital to providing quality patient care.
- › Ensure a patient's health information and records are complete and accurate.
- › Responsible for the quality and integrity of patient's health information.
- › Utilizes the classification of diseases and treatments (ICD-10 coding) to ensure they are standardized for clinical, financial, and legal uses in healthcare.
- › Health information professionals care for patients by caring for their medical data.

Privacy Officer:

- › The privacy officer assists with activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's information privacy practices.
- › Facilitates the Incident Investigation Process

Governing Rules, Regulations, and Laws

- › WI DHS Ch 124; Medicare Conditions of Participation – Hospital
- › WI DHS Ch 132; Medicare Conditions of Participation – Nursing Home
- › WI DHS Ch 83 & 34 – Bay Haven CBRF
- › WI DHS Ch 35 & 75 – Clinic and AODA
- › HIPAA 45 CFR 160 and 164 – Privacy Rule
- › WI DHS Ch 51 & 92 – Confidentiality of Mental Health Records
- › WI DHS Ch 94 – Patient Rights and Grievances
- › 42 CFR Part 2 – Confidentiality of Substance Abuse Records

Provides support for:

- › Nicolet Inpatient Psychiatric Hospital
- › Bay Haven CBRF
- › Bayshore Village Nursing Home
- › Outpatient Clinic/AODA/CTP

Brown County Human Services Community Treatment Center Health Information Management Department

- › Staff:
 - Health Information Services Manager (1.0 FTE)
 - Health Information Technician (Inpatient) (1.0 FTE)
 - Health Information Technician (Outpatient) (1.0 FTE)
 - Medical Transcription (2.5 FTE's)
 - AODA Secretary (1.0 FTE)
 - Co-op Student (0.5 FTE)

Health Information Technician – Inpatient and Outpatient

- › Primary Responsibilities:
 - Assign correct ICD diagnostic codes for documentation, statistical, and reimbursement purposes
 - Process requests for release of protected health information following HIPAA, state, and federal law
 - Generate some revenue for copies of medical records
 - Organization, content, storage, retrieval, and retention of medical records

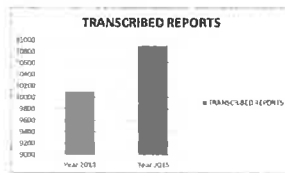
Fun Fact

Which of the following is an actual ICD-10 Diagnostic Code:

- › V00.122 Non-in-line roller-skater colliding with stationary object
- › V80.711 Occupant of animal-drawn vehicle injured in collision with animal being ridden
- › V96.02 Forced landing of balloon injuring occupant
- › W56.02 Struck by dolphin

Medical Transcription

- › Accurately transcribe medical dictation
- › Responsible for accurately documenting patient health information in order to assure safe quality healthcare



- › AODA SECRETARY
 - Provides clerical support for our AODA Program
 - Scheduling OWI and AODA Assessments
 - Generates revenue for OWI Assessments
 - Coordinates all required paperwork
- › CO-OP STUDENT
 - Provides clerical support for Health Information Management

HIPAA Committee

- › Brown County multi-disciplinary Committee
- › Composed of representation:
 - Risk Management
 - Health Information Management
 - Human Resources
 - Corporation Counsel
 - ADRC
 - Jail
 - Public Health
 - Technology Services

HIPAA Committee Role

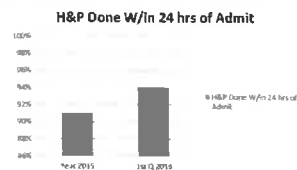
- › HIPAA Policy Review
- › HIPAA Education for employees
- › Forum to answer and communicate questions and answers
- › HIPAA Tip of the Month

QAPI INITIATIVES

- History and Physical completed and on the Medical Record within 24 hours of admission
- Transcription Turnaround Time
- ICD-10 Coding Audits

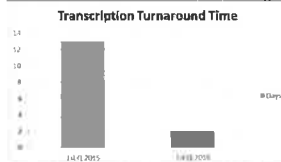
History and Physical

- History and Physical Completed and on the Medical Record within 24 hours of admission (*Medicare Conditions of Participation*)
- Identified as an opportunity for improvement through Survey process
- Goal – 90% or higher
- Audit 30% of Inpatient Admissions



Transcription Turnaround Time

- Identified as a goal due to backlog and not meeting standard transcription turnaround times
- Affects patient care and safety
- Short-term Goal 7 Days
 - Wanted to see incremental improvement
 - Long-term goal 3 days to meet standard



ICD-10 Coding Audits

- Selected as a QAPI goal because of the transition from ICD-9 to ICD-10 effective 10/1/15
- ICD-10 tripled the number of codes available
- Important to make sure codes are being selected correctly to ensure optimized reimbursement and correct statistical information
- 1st Q 2016 – Completed 100% review and update of all Nursing Home Resident ICD-10 Codes
- Starting 2nd Q 2016 – random audit of 20 charts

Thank you!

- Questions?





Budget Performance Report

Fiscal Year to Date 04/30/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Fund	201 - CP	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE													
S100	Regular earnings			13,264,734.00	.00	13,264,734.00	950,754.02	.00	3,710,241.14	9,554,492.86	28	12,443,671.35	
S102	Paid leave earnings			.00	.00	.00	66,546.28	.00	372,777.88	(372,777.88)	+++	1,890,118.57	
S103	Premium			53,118.00	.00	53,118.00	15,069.68	.00	37,990.60	15,127.40	72	118,740.88	
S109	Salaries reimbursement			.00	.00	.00	.00	.00	.00	.00	+++	(78,300.13)	
S110	Fringe benefits			5,014,707.00	.00	5,014,707.00	284,397.72	.00	1,598,608.36	3,416,098.64	32	5,192,022.41	
S195	Payroll & Fringe			.00	.00	.00	12,506.00	.00	296,525.00	(296,525.00)	+++	.00	
S198	Fringe benefits - Budget only			(128,163.00)	.00	(128,163.00)	.00	.00	.00	(128,163.00)	0	.00	
EXPENSE TOTALS				\$18,204,396.00	\$0.00	\$18,204,396.00	\$1,329,273.70	\$0.00	\$6,016,142.98	\$12,188,253.02	33%	\$19,566,253.08	
Fund 201 - CP Totals													
REVENUE TOTALS				.00	.00	.00	.00	.00	.00	.00	+++	.00	
EXPENSE TOTALS				18,204,396.00	.00	18,204,396.00	1,329,273.70	.00	6,016,142.98	12,188,253.02	33	19,566,253.08	
Fund 201 - CP Totals				\$0.00	\$0.00	\$0.00	(\$1,329,273.70)	\$0.00	(\$6,016,142.98)	(\$12,188,253.02)		(\$19,566,253.08)	
Grand Totals													
REVENUE TOTALS				.00	.00	.00	.00	.00	.00	.00	+++	.00	
EXPENSE TOTALS				18,204,396.00	.00	18,204,396.00	1,329,273.70	.00	6,016,142.98	12,188,253.02	33	19,566,253.08	
Grand Totals				\$0.00	\$0.00	\$0.00	(\$1,329,273.70)	\$0.00	(\$6,016,142.98)	(\$12,188,253.02)		(\$19,566,253.08)	

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Budget Performance Report

Fiscal Year to Date 04/30/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 630 - CTC										
EXPENSE										
5100	Regular earnings	6,330,633.00	.00	6,330,633.00	485,670.77	.00	1,923,797.32	4,406,835.68	30	5,720,005.92
5102	Paid leave earnings	.00	6,397.00	6,397.00	31,625.38	.00	150,540.83	(144,143.83)	2353	763,866.44
5103	Premium	141,803.00	.00	141,803.00	20,622.91	.00	78,461.13	63,341.87	55	383,603.97
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(70,145.57)
5110	Fringe benefits	2,361,120.00	.00	2,361,120.00	138,248.59	.00	764,697.81	1,596,422.19	32	2,555,746.03
5195	Payroll & Fringe	.00	.00	.00	31,347.44	.00	148,819.95	(148,819.95)	+++	.00
5198	Fringe benefits - Budget only	(7,994.00)	.00	(7,994.00)	.00	.00	.00	(7,994.00)	0	.00
	EXPENSE TOTALS	\$8,825,562.00	\$6,397.00	\$8,831,959.00	\$707,515.09	\$0.00	\$3,066,317.04	\$5,765,641.96	35%	\$9,353,076.79
Fund 630 - CTC Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		8,825,562.00	6,397.00	8,831,959.00	707,515.09	.00	3,066,317.04	5,765,641.96	35	9,353,076.79
Fund 630 - CTC Totals		(\$8,825,562.00)	(\$6,397.00)	(\$8,831,959.00)	(\$707,515.09)	\$0.00	(\$3,066,317.04)	(\$5,765,641.96)		(\$9,353,076.79)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		8,825,562.00	6,397.00	8,831,959.00	707,515.09	.00	3,066,317.04	5,765,641.96	35	9,353,076.79
Grand Totals		(\$8,825,562.00)	(\$6,397.00)	(\$8,831,959.00)	(\$707,515.09)	\$0.00	(\$3,066,317.04)	(\$5,765,641.96)		(\$9,353,076.79)

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**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, May 17, 2016 at 4:30 p.m. in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Erickson, Ed Koslowski, Rosemary Desisles, Louise Dahlke, Jim Haskins, Delores Pierce, Duane Pierce, Tracy Rosinski, Joe Witkowski
EXCUSED: Jerry Polus, Carl Soderberg

****Running Total of Veterans' Certificates: 1728**

1. **Call Meeting to Order.**

The meeting was called to order by Chair Bernie Erickson at 4:30 pm.

2. **Invocation.**

3. **Approve/Modify Agenda.**

Motion made by Jim Haskins, seconded by Rosemary Desisles to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Approve/Modify Minutes of April 19, 2016.**

Motion made by Duane Pierce, seconded by Ed Koslowski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Update re: Honor Rewards Program.**

Chair Erickson provided an update on the Honor Rewards Program in the absence of CVSO Jerry Polus. There are currently 62 businesses signed up and Erickson is anticipating there will be more signed up by the time the program is officially kicked off. A press conference to kick off the program will be held on May 25 at 10:00 am in the parking lot of the Pancake Place on Military Avenue. Erickson said vets can apply for an Honor Rewards card online, either with a photo or without. He also said that a veterans card or driver's license with veterans designation will also be accepted by the participating businesses. Ed Koslowski noted that the UPS site posted a letter regarding Honor Rewards on Facebook and people are asking questions about how to get a card.

Register of Deeds Cathy Williquette joined the meeting and said that Dane County has had their program up and running for several years and they only have 35 businesses signed up, so she was excited that Brown County is doing so well. She was very impressed with the people who are going out and getting the businesses to sign up. Williquette said she gets a notification every time a business signs up and she sends them a personal thank you note. She has also invited all of the participating businesses to attend the press conference and noted that Jerry Polus was going to send an invitation to area veterans' groups as well.

Williquette continued that the Pancake Place is very honored and excited to host the press conference. She made up a large poster that will be on display to show the forms of identification that veterans can use to receive their discounts and she will also have a large poster made to thank the businesses who have signed up. She noted that when a business asks for materials, she personally drops them off and answers any questions they have. Williquette said that so far there have been 9 veterans sign up for identification cards on the Honor Rewards website. The cards are sent directly to Williquette and she then sends the cards to the veterans with a personal note. She encouraged members of the Subcommittee to attend the press

1b

conference if they are able. The businesses that have signed up for the program so far run the gamut from hair salons, to tax assistance and restaurants and there is a really good cross section. Williquette noted that the Pancake Place gives veterans a discount every day and they also allow veterans to eat free on Veterans Day and that is one of the reasons the Pancake Place as the location for the official kick off.

6. **Possible Discussion re: 2016 Veteran's Appreciation Day at the Brown County Fair.**
 - a. **25th Anniversary of Desert Storm.**
 - b. **Fair Agenda.**
 - c. **Approval Fair poster.**

Haskins stated he attended the last Fair Board meeting and the Fair Board approved of the timeline he provided, but they would like the Subcommittee to get the poster to them as soon as possible. Louise Dahlke added that the Fair Association just wanted to know if they could be recognized on the posters (not the banners) as a sponsor. Haskins continued that there was a representative of the Wisconsin Department of Tourism at the meeting and he told Haskins that he would list the event on the Department of Tourism website.

Koslowski asked if the stage rental had been taken care of and Dahlke responded that she did make arrangement for the stage. She continued that the person who rented the stage to us last year, Tom Kane, indicated that he never got paid for last year's stage rental and indicated that he will consider last year's rental a donation. Dahlke has made all of the arrangements for the stage for this year's event and it will be the same size as last year and set up in the same spot as last year.

With regard to the fair agenda, Erickson recalled that we talked about that at the last meeting and do not need to discuss it again until closer to the event.

Erickson passed out samples of the poster to the Subcommittee. He said that tickets and posters will be ready in July because in past years so many tickets were handed out and there was nowhere near the participation for the amount of tickets that there were given out. People tend to take tickets early on and then forget about them or make other plans so this year the tickets will not be distributed until July. The poster was discussed and several suggestions were made. Changes will be made according to the discussion and the poster will be revised accordingly.

Erickson shared a copy of the certificate that will be handed out to the Desert Vets at the ceremony. He also read the proclamation that will be read at the ceremony. The proclamation will be approved by the Human Services Committee at the July meeting and then be forwarded on to the full County Board at the August meeting.

A discussion was held regarding the tickets and how they get distributed. Erickson said that he is always willing to deliver tickets to organizations that run out of their initial supply and he has even had people come to his house to pick them up. Dahlke asked if it would be beneficial to have the Fair Association telephone number on the tickets in case anyone needed information, but it was indicated that the Fair Association's number is included in the flyer so it did not have to be on the tickets as well.

7. **Report from CVSO Jerry Polus.**

Polus was excused from the meeting and therefore there was no report.

8. **Comments from Carl Soderberg.**

Carl Soderberg was excused from the meeting and therefore there was no report.

9. **Report from Committee Members Present (Erickson, Dahlke, Desisles, Haskins, Koslowski, Pierce, Rosinski & Witkowski.**

-Desisles announced that she was going to be moving to Door County in June. She is torn about this and said that her heart is for the veterans and that it has been an honor and a privilege to be on the Subcommittee. She is not sure that she would be able to be involved in any future events. Erickson said that he will leave her on the mailing list for now and she is welcome to be at any of the events she wants and Koslowski noted that there are no residency requirements for this group.

-Dahlke did not have anything to add other than what was discussed above.

-Erickson said he has spent some time looking for options for a give-away item at the Fair. He found a company that makes engraved dog tags and he thought that that would be a good item. He said the cost is reasonable and we could have them engraved however we want. Everyone seemed to like the idea and Erickson said that he will order them and include the chains. Erickson felt that there would be a pretty good attendance of Desert Vets at the Fair and he suggested that 250 tags be ordered as that should cover what we need and the price for those is reasonable. The Subcommittee agreed that the dog tags would be a good choice.

Motion made by Duane Pierce, seconded by Jim Haskins to purchase 250 engraved dog tags. Vote taken.
MOTION CARRIED UNANIMOUSLY

-Haskins recently saw a news segment that NWTC students had refurbished a Chrysler Town and Country van and donated it to the DAV. He also said that he has been listening to an online, free radio station called Vietnam Vet Radio and it is the only station in the United States dedicated to Vietnam Vets.

-Koslowski talked about the 2016 Armed Forces Day breakfast which will be held in Sturgeon Bay on May 21, 2016. He also reported that Old Glory Honor Flight has announced an event to recognize and publicly thank US military veterans of the conflicts in the Middle East, including Desert Shield, Desert Storm, Operation Enduring Freedom, Operation Iraqi Freedom and Operation New Day. The event is called Operation At Ease and will be held on July 23, 2016. Veterans chosen to participate will be transported to the Highground Veterans Memorial Park in Neillsville, Wisconsin to participate in the dedication ceremonies for the new Persian Gulf Tribute Memorial.

-Duane and Delores Pierce reported on several things. Vietnam Vets Chapter 224 will be holding their annual memorial at 8:00 am on Memorial Day (May 30) at the memorial behind the Museum. He encouraged people to pass the word and come. Following the ceremony the Chapter will be heading to De Pere to march in the Memorial Day parade. After the parade, a veteran's ceremony will be held at 12:15 pm at Celebrate De Pere. Later in the day, at 5:00 pm at the Admiral Flatley statue on the river, the UPS will be doing their annual ceremony.

Duane continued that he had recently received an e-mail that said the EAA will be doing another yellow ribbon honor flight for Vietnam Veterans on July 29, 2016. People can apply online after June 1 and if anyone wants more information Pierce can provide it. He said that they will pick 100 names at random and those who are not chosen this year will be put in the running for next year.

Pierce also said the annual POW Day ceremony will be held on September 16, 2016 at the Courthouse. He also noted that he had to get a new license recently and when he was getting the license, the attendant asked to see his social security card. By showing the social security card, a star is added in the corner of the drivers' license which means that the identification has been federally verified and you can get on any military base in the country.

-Rosinski reported that the City Stadium Run is coming up on September 10 and this year the fund raising dollars are going to NE Wisconsin Veterans Treatment Court. She would like to invite Jim Belongia who is in charge of the run to come to one of the future Subcommittee meetings to talk about the run. Erickson advised her that that would be fine and she should let County Board staff know to add it to the agenda. Rosinski said that Belongia is retiring soon and is very compassionate about helping veterans and may be a good fit for this Subcommittee.

-Witkowski reported that he usually responds to people who do things for veterans and he shared an article from the paper that said that Bellevue Family Dentistry will be honoring those who serve the county during the month of May and the first 50 veterans and active service personnel who schedule an appointment in May will receive a free cleaning, examination, x rays and a gift. Witkowski felt it was right to bring this up and recognize Bellevue Family Dentistry for doing this for veterans.

-Erickson added that the Oneida Pow Wow is held on the Fourth of July weekend and said it was a nice event that people should look into. Duane Pierce also indicated that the Veterans Pow Wow will be held this weekend in Keshena.

10. **Such Other Matters as Authorized by Law.** None.

11. **Adjourn.**

Motion made by Jim Haskins, seconded by Duane Pierce to adjourn at 5:42 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,


Alicia Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

May 18, 2016

~~12f~~
12e

I am requesting the human service
committee review why wind turbines
complaints are not handled by the
health dept. as other health complaints


Steve Deslauriers
2889 Waxside Rd
Greenleaf Wt 54126

12d ~~12c~~

I am requesting that the attached document and the full report referenced therein be ~~be~~ examined and discussed by the Human Services Committee and the Board of Supervisors and ^{they} take action to both officially dismiss Chua Xiong's decision regarding Shirley Wind and discuss possible actions to be taken to resolve the adverse health conditions at Shirley Wind, including consulting with an appropriately qualified environmental attorney to explore possible legal solutions.

James Vanden Bogart
President: BCCARWE

7463 Hollis - Mer Rd. Concord 94015

July 20, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING REORGANIZATION OF THE
HUMAN SERVICES – COMMUNITY TREATMENT CENTER
TABLE OF ORGANIZATION

WHEREAS, the Nutritional Services Manager position in the Human Services – Community Treatment Center (“Department”) table of organization is currently vacant; and,

WHEREAS, due to this vacancy the Department completed a thorough evaluation of key management duties for the Department in the areas of food production, staff management and clinical nutrition oversight; and,

WHEREAS, the Department is required by regulatory statutes to have a Registered Dietitian to assess the nutritional needs of the clients in the hospital, nursing home and CBRF and approve client menus. The Nutritional Services Manager position fulfills these duties as well as overseeing the food service staff; and,

WHEREAS, it was determined it would be more efficient for the Department if the Registered Dietitian position focused solely on the dietary requirements and the Food Services Supervisor position would oversee the food service staff; and,

WHEREAS, Human Resources in conjunction with the Department recommend the following changes to the Department’s table of organization: Deletion of (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and the addition of 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and the deletion of (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and the addition of 1.00

FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan; and,

WHEREAS, the cost would be offset by reducing funds for the On-Call Dietitian position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Human Services – Community Treatment Center table of organization: Delete (1.00) FTE Nutritional Services Manager position in pay grade 11 of the Classification and Compensation Plan and add 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 of the Classification and Compensation Plan and delete (0.50) FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan and add 1.00 FTE Food Services Supervisor position in pay grade 14 of the Classification and Compensation Plan.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the cost will be offset by a reduction in funds for the On-Call Dietitian position.

Budget Impact:

Human Services – Community Treatment Center

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Nutritional Services Manager	(1.00)	Deletion	\$(65,187)	\$(19,458)	\$(84,645)
Nutrition Services Coordinator (Registered Dietitian)	0.80	Addition	\$ 43,614	\$ 14,774	\$ 58,388
Food Services Supervisor	(0.50)	Deletion	\$(25,376)	\$(8,944)	\$(34,320)
Food Services Supervisor	1.00	Addition	\$ 50,752	\$ 17,500	\$ 68,252
On-Call Dietician Funds		Deletion			\$(7,675)
Annualized Budget Impact					- 0 -

Fiscal Note: This resolution does not have a fiscal impact; and therefore does not require an appropriation from the General Fund.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
BECKER	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: June 10, 2016
REQUEST TO: Human Services Committee
MEETING DATE: June 29, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Human Services – Community Treatment Center Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Nutritional Services Manager position in the Human Services – CTC table of organization is currently vacant. A thorough evaluation of key management duties for the department in the areas of food production, staff management and clinical nutrition oversight was completed. A reorganization of the required Registered Dietitian services and supervisory duties would be more efficient.

ACTION REQUESTED:

Change the Human Services – CTC table of organization by deleting 1.00 FTE Nutritional Services Manager position in pay grade 11 and adding 0.80 FTE Nutrition Services Coordinator (Registered Dietitian) in pay grade 11 and deleting (0.50) FTE Food Services Supervisor in pay grade 14 and adding 1.00 FTE Food Services Supervisor in pay grade 14 in the Classification and Compensation Plan. The cost will be offset by reducing funds for the On-Call Dietitian position.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
- a. If yes, what is the amount of the impact? \$
- b. If part of a bigger project, what is the total amount of the project? \$
- c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Reduce funds for the On-Call Dietitian position.
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

5

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FOOD AND NUTRITION SERVICES COORDINATOR

REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR

DEPARTMENT: HUMAN SERVICES - COMMUNITY TREATMENT CENTER

JOB SUMMARY:

Coordinates and evaluates all food and nutrition operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department that report to this position. Supports food and equipment purchasing decisions. Manages budget and human resources needs of staff. Develops and implements department policies. Directs administrative and clinical operations of the clinical nutrition services, providing leadership and oversight to ensure quality and effective clinical nutrition services. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition; develops and enforces policies and procedures.

ESSENTIAL DUTIES:

Supervises, plans, schedules, and assigns work to subordinates.

Evaluates food products based on customer acceptance, cost, quality, and quantity; modifies the food and nutrition program as needed to meet expectations.

Develops interdepartmental communication for effective food and nutrition service systems management.

Develops and maintains organizational and departmental goals, policies, and procedures.

Ensures that food and nutrition services are in compliance with state, county, and local inspection standards.

Directs department Quality Assurance and Performance Improvement Program in conjunction with the Food Services Manager; ensures compliance with departmental policies and procedures.

Provides clinical nutrition services for clients in nursing home units; consults with staff and families on nutrition problems; assesses clients' needs; charts clinical assessments and recommendations; ensures nutrition problems are addressed and needs are met in an appropriate and effective manner. Monitors and evaluates nutrition interventions.

Provides nutrition consults and assessments for psychiatric hospital and CBRF.

Oversees group nutrition programming for psychiatric hospital. Writes group nutrition curriculum

ensuring timely topics and current education materials are used. Audits the documentation of subordinates and facilitates corrective action as needed.

Provides oversight to all clinical dietitians, including their assessment, planning, evaluation, and nutrition care of patients.

Writes general and therapeutic menus and nourishments; modifies diets according to physician's orders. Makes recommendations for diet orders on nursing home, hospital, and CBRF.

Serves as liaison between medical and nursing staff.

Attends admission, discharge, and other care client conferences as clinically needed.

Directs and monitors department clinical nutrition educational programs . Provide education to staff, residents, and clients as needed.

Participates in department and county committees as needed.

Assists with catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

Maintains the confidential nature of client business information.

NON-ESSENTIAL DUTIES:

Performs other related functions as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Educational and Experience:

Bachelor's Degree from an accredited college or university in Food and Nutrition or Dietetics and 1200 hour dietetic internship; or Master's Degree; plus three years' experience in food and nutrition services; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for a registered dietitians.

License and Certifications:

National Dietetic Registration (Accrediting Body: CDR/Academy of Nutrition and Dietetics)

Certified Dietitian in the state of WI

Knowledge, Skills and Abilities:

Knowledge of clinical and administrative dietetics including normal and therapeutic food and nutrition services.

Knowledge of food and nutrition planning, assessment, patterns, and modified diets.

Knowledge of long term care and hospital clinical and behavioral nutrition standards and regulations.

Knowledge of clinical nutrition assessment, diagnosis and interventions with ability to monitor and evaluate interventions and care plans.

Knowledge of therapeutic diet interventions for behavioral health and clinical nutrition problems.

Knowledge of food service administration including budgeting, personnel management, and recipe development and adjustment.

Knowledge of state and federal quality food service and clinical nutrition standards and regulations.

Knowledge of proper food storage and food service equipment.

Knowledge of food specifications.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Ability to supervise and manage subordinates.

Ability to organize and plan activities.

Ability to motivate personnel to ensure completion of assignments.

Ability to interact with clients in a therapeutic manner.

Ability to maintain confidential information.

Ability to address difficult situations with clients in a tactful manner.

Ability to identify problems and make necessary changes to optimize department objectives.

Ability to organize and conduct nutrition focused client group sessions.

Ability to work required hours of the position.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operation controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/15/16

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FOOD SERVICES SUPERVISOR

REPORTS TO: HOSPITAL AND NURSING HOME ADMINISTRATOR

DEPARTMENT: HUMAN SERVICES - COMMUNITY TREATMENT CENTER

JOB SUMMARY:

Directs, supervises, plans, and evaluates all food and nutrition production operations in compliance with regulatory requirements. Plans, coordinates, and evaluates the personnel and activities of the food and nutrition services department. Directs food and equipment purchasing. Manages budget and human resources needs of staff. Develops and implements department policies. Determines resource needs and oversees departmental operational and capital budgets. Oversees department performance improvement activities in accordance with organizational and regulatory agency requirements. Ensures food and nutrition services meet health, safety, and welfare standards with respect to nutrition.

ESSENTIAL DUTIES:

Supervise, plan, schedule, and direct work for the food and nutrition services staff members.

Purchase food supplies; write food specifications; develop standardized recipes.

Maintain inventory of food and cooking supplies.

Complete staffing work schedules; adjusts schedule to cover employee vacation, sick time and emergency situations.

Establish work methods, job descriptions, and standards of performance for employees.

Complete employee performance appraisals.

Responsible for on-call duties in relation to the operation and staffing needs to maintain the 24/7 operation of the department.

Monitor quality improvement operational procedures for the department, including food procurement, production, tray line, meal service, dish room and equipment cleaning.

Coordinate staff meetings, in-services, and training needs for the department.

Process diet orders and diet change orders.

Maintain department records, order guides, purchase orders, and requisitions.

Request equipment repair orders and maintains records on equipment repair.

Orientate, onboard, and educate new and existing staff members to meet the needs of the department.

Assist with tray line, the receipt of deliveries and storage of supplies in the absence of available personnel.

Complete and maintain necessary documentation according to applicable requirements, codes, and policies.

Develop interdepartmental communication for effective food and nutrition service systems management.

Prepare department budget; develops financial objectives to meet organizational and departmental goals, policies, and economic constraints.

Develop and maintain organizational and departmental goals, policies, and procedures.

Establish work methods, job descriptions, and standards of performance for employees.

Ensure that food and nutrition services are in compliance with state, county, and local inspection standards.

Maintain complex records and files for future reference; ensures organization of files allows for prompt retrieval of information.

Make recommendations to hire, promote, transfer, terminate subordinate staff; disciplines in accordance with policies and procedures.

Serve as a member of the hospital quality assurance and performance improvement committee, department manager committee, and facility safety disaster committee.

Oversee and direct catering program for special functions such as luncheons, employee recognition meetings, Christmas parties, open house, county functions, etc. at the Community Treatment Center; ensures that meals are pleasing, sanitary and healthy.

NON-ESSENTIAL DUTIES:

Performs other related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer
Institutional food service equipment
Diet manual and nutrition composition handbooks
Equipment manuals
Food service reference materials

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Dietetic Technician Associates degree, plus two years hospital/long term care/corrections supervisory experience; or Dietary Managers certification, plus 4 years supervisory hospital/long term care/corrections experience; or Bachelor of Science degree in dietetics or foods and nutrition; or any combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Required: ServSafe certification.

Preferred but not required: Dietetic Technician, Registered or Certified Dietary Manager/Certified Food Protection Professional.

Knowledge, Skills and Abilities:

Knowledge of dietetics in both clinical nutrition and the administration of institutional food services, including knowledge of normal and therapeutic nutrition as related to menu planning; procurement; preparation and storage of food and food service equipment; food specifications; and principles of supervision.

Knowledge of employee relations, ethics, labor laws and standards of regulatory agencies governing food service operations.

Knowledge of hazards involved in working with food service equipment, chemicals and work environment.

Knowledge of and ability to utilize a computer and the required software.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff, and the public.

Ability to select, assign and supervise employees.

Ability to organize, plan activities and problem solve.

Ability to understand and carry out policies and procedures.

Ability to interact with clients in a therapeutic manner.

Ability to maintain the confidential nature of client and business information.

Ability to meet time schedules.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Lifting 50 pounds maximum with the assistance of another person and frequent lifting and/or carrying of objects weighing up to 25 pounds.

Extended periods of sitting, intermittent standing and walking.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Must be free from communicable disease.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 06/15/16

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6126

Erik Pritzl Executive Director

To: Human Services Board
Human Services Committee

From: Erik Pritzl, Executive Director

Date: June 9, 2016

Re: Executive Director's Report

Activities since the last time the Human Services Board and Committee are summarized below by the primary division area of the department.

Community Programs

Behavioral Health

Mental Health Initiatives:

- The Request for Proposals (RFP) related to the Day Report Center has been closed, and proposals have been received. The next step in the process is for the scoring committee to review proposals, and we will work with Purchasing on completing this task. The scoring committee for the proposals will include representatives from the District Attorney's office, Human Services (Contracting and Treatment Courts), and Corporation Counsel.
- With the detoxification services, department staff continue to work with the provider and medical facilities to refine the procedure and protocol associated with accessing the service. Through discussions with system partners, issues have been identified that need to be resolved. This work was not completed by the end of May, but should be completed in June.
- Mobile Crisis Expansion was approved previously, and the contracted provider, Family Services, has been successful in adding three new staff members. They are going through training at this time, and should have this completed in June.
- A workgroup has re-convened related to Transitional Residential Treatment. The discussion on this service has to take into account service design as well as utilization of the Bay Haven space. The purpose of this service has been to address the ongoing treatment needs of people related to substance use/abuse, and who have been determined to be in need of residential treatment services.



Sequential Intercept Mapping

The Sequential Intercept Mapping workshop was held on May 17th-18th at the UW-Extension building. This is an effort to help the department and community partners understand the intersection between criminal justice and mental health. After mapping the current state, the group focused on areas that present opportunities for change. Attendance at the event was good with over thirty people present from Human Services, Law Enforcement, Probation and Parole, the Courts, Hospitals, Consumers/Peer Specialists, the County Executive, Crisis Center, and other service providers. Once the report is received from the facilitators, we can determine the next steps to take.

Children, Youth and Families

Foster Care Events

During the month of May there were various events held to promote Foster Care. Leadership Green Bay provided a significant amount of support to promote the need for foster parents—particularly for children with special needs and teenagers. The group produced a video, an audio public service announcement, posters, and billboard advertisements that will be posted throughout the county. Lamar provided billboard space to support the advertising through January 8, 2017. The value of this advertising is just over \$32,000.

Other Notes:

Lana Cheslock, Children, Youth and Families Manager, has resigned effective June 3, 2016. Lana was with the department in this position for just under two years. Lana's community engagement and efforts to improve services will be missed. The department will initiate the search for a new manager soon.

Community Treatment Center

The utilization of the three units of the Community Treatment Center continues to be higher than 2015:

- The Nicolet Psychiatric Center unit is showing an average daily population of 11.0 for the year, with May's utilization slightly higher at 11.6. Approximately 22% of the admissions in 2016 (year to date) are from other counties, compared to about 33.5% in 2015.
- The Bay Haven CBRF unit had an average daily population of 4.4 in May, bringing the year to date average daily population to 3.5, which is close to the budgeted average of 3.6. This is a significant improvement over 2015, when the year to date average was 1.2 as of the end of May.
- Utilization of Bay Shore Village Nursing Home unit continues to be at or near capacity of 61, with two additional beds reserved for Emergency Protective Placements.

Departmental Openings Summary			
To: Human Services Committee			
From: Department of Human Services			
Position	Vacancy Date	Reason for Leaving	Fill or Hold
Clerk IV / Data Control	2/24/2016	Resignation	Fill
Social Worker / Case Mgr – Adult Protection	5/27/2016	Resignation	Fill
Clerk III / Data Control	6/2/2016	Retirement	Fill
Community Treatment Program Worker	6/3/2016	Retirement	Fill
Children, Youth & Families Manager	6/3/2016	Resignation	Fill
Social Worker / Case Mgr – Child Protection	6/20/2016	Transfer w/I Unit	Fill
Economic Support Specialist	7/5/2016	Transfer w/I Dept	Fill

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Phone (920) 448-6000 Fax (920) 448-6166

Erik Pritzl, Executive Director

To: Human Services Committee

Date: June 15, 2016

Subject: YTD Results through April

Community Treatment Center

Financial results for CTC improved in April with an operating deficit for the month of \$9,516 compared to an average of \$117,181 per month for the first quarter of 2016 and an average budgeted deficit of \$66,981 per month.

In addition to the standard monthly Income Statement summary, a report of Personnel Costs is included to show further breakdown of this category. The unusual % used statistic for Paid Leave Earnings is due to the fact that this category which includes payroll payments for time off is budgeted for the most part in the Regular Earnings line. The Premium pay line which includes overtime pay and shift differentials also shows a high % used YTD. Department leaders have been asked to review all overtime used to confirm this is due to open positions or other necessary situations and to monitor the approval of overtime closely for the remainder of 2016.

Community Programs

As of the date of this report, April revenues are still not finalized for financial statement purposes. A summary income statement should be available for distribution at the Committee meeting. However, payroll and fringe benefit expense is final so the same report of Personnel Costs for Community Programs has been included for review. This shows the YTD cost of payroll and benefits to be at 33% of the annual budget which is exactly the level anticipated after 4 months of operations. Premium pay, however, shows a high % used statistic at 72% which is primarily due to open positions in certain areas. This will be closely monitored going forward and open positions filled as soon as possible.

Respectfully Submitted,

Eric Johnson
Finance Manager



Community Treatment Center - Income Statement

Through 04/30/16

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 630 - CTC									
REVENUE									
Property taxes	2,797,019.00	.00	2,797,019.00	233,084.92	.00	932,339.68	1,864,679.32	33	859,427.68
Intergov Revenue	4,006,480.00	.00	4,006,480.00	334,169.75	.00	1,357,168.38	2,649,311.62	34	920,267.62
Public Charges	3,826,594.00	.00	3,826,594.00	296,385.05	.00	1,254,681.44	2,571,912.56	33	1,152,681.51
Miscellaneous Revenue	1,569,820.00	.00	1,569,820.00	153,284.75	.00	601,253.34	968,566.66	38	318,905.62
Other Financing Sources	.00	6,397.00	6,397.00	6,397.20	.00	6,397.20	(.20)	100	.00
REVENUE TOTALS	\$12,199,913.00	\$6,397.00	\$12,206,310.00	\$1,023,321.67	\$0.00	\$4,151,840.04	\$8,054,469.96	34%	\$3,251,282.43
EXPENSE									
Personnel Costs	8,825,562.00	6,397.00	8,831,959.00	707,515.09	.00	3,066,317.04	5,765,641.96	35	3,049,745.35
Operating Expenses	4,178,122.00	.00	4,178,122.00	325,323.18	.00	1,446,582.94	2,731,539.06	35	1,448,659.96
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	1,326.74
EXPENSE TOTALS	\$13,003,684.00	\$6,397.00	\$13,010,081.00	\$1,032,838.27	\$0.00	\$4,512,899.98	\$8,497,181.02	35%	\$4,499,732.05
Fund 630 - CTC Totals									
REVENUE TOTALS	12,199,913.00	6,397.00	12,206,310.00	1,023,321.67	.00	4,151,840.04	8,054,469.96	34	3,251,282.43
EXPENSE TOTALS	13,003,684.00	6,397.00	13,010,081.00	1,032,838.27	.00	4,512,899.98	8,497,181.02	35	4,499,732.05
Fund 630 - CTC Totals	(\$803,771.00)	\$0.00	(\$803,771.00)	(\$9,516.60)	\$0.00	(\$361,059.94)	(\$442,711.06)		(\$1,248,449.62)
Grand Totals									
REVENUE TOTALS	12,199,913.00	6,397.00	12,206,310.00	1,023,321.67	.00	4,151,840.04	8,054,469.96	34	3,251,282.43
EXPENSE TOTALS	13,003,684.00	6,397.00	13,010,081.00	1,032,838.27	.00	4,512,899.98	8,497,181.02	35	4,499,732.05
Grand Totals	(\$803,771.00)	\$0.00	(\$803,771.00)	(\$9,516.60)	\$0.00	(\$361,059.94)	(\$442,711.06)		(\$1,248,449.62)



Community Treatment Center - Personnel Costs

Fiscal Year to Date 04/30/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 630 - CTC										
EXPENSE										
Department 056 - CTC										
5100	Regular earnings	6,330,633.00	.00	6,330,633.00	485,670.77	.00	1,923,797.32	4,406,835.68	30%	5,720,005.92
5102	Paid leave earnings	.00	6,397.00	6,397.00	31,625.38	.00	150,540.83	(144,143.83)	2353%	763,866.44
5103	Premium	141,803.00	.00	141,803.00	20,622.91	.00	78,461.13	63,341.87	55%	383,603.97
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(70,145.57)
5110	Fringe benefits	2,361,120.00	.00	2,361,120.00	138,248.59	.00	764,697.81	1,596,422.19	32%	2,555,746.03
5195	Payroll & Fringe	.00	.00	.00	31,347.44	.00	148,819.95	(148,819.95)	+++	.00
5198	Fringe benefits - Budget only	(7,994.00)	.00	(7,994.00)	.00	.00	.00	(7,994.00)	0%	.00
Department 056 - CTC Totals		\$8,825,562.00	\$6,397.00	\$8,831,959.00	\$707,515.09	\$0.00	\$3,066,317.04	\$5,765,641.96	35%	\$9,353,076.79



Community Programs - Personnel Costs

Fiscal Year to Date 04/30/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
Fund 201 - CP										
EXPENSE										
Department 076 - CP										
5100	Regular earnings	13,264,734.00	.00	13,264,734.00	950,754.02	.00	3,710,241.14	9,554,492.86	28%	12,443,671.35
5102	Paid leave earnings	.00	.00	.00	66,546.28	.00	372,777.88	(372,777.88)	+++	1,890,118.57
5103	Premium	53,118.00	.00	53,118.00	15,069.68	.00	37,990.60	15,127.40	72%	118,740.88
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(78,300.13)
5110	Fringe benefits	5,014,707.00	.00	5,014,707.00	284,397.72	.00	1,598,608.36	3,416,098.64	32%	5,192,022.41
5195	Payroll & Fringe	.00	.00	.00	12,506.00	.00	296,525.00	(296,525.00)	+++	.00
5198	Fringe benefits - Budget only	(128,163.00)	.00	(128,163.00)	.00	.00	.00	(128,163.00)	0%	.00
Department 076 - CP Totals		\$18,204,396.00	\$0.00	\$18,204,396.00	\$1,329,273.70	\$0.00	\$6,016,142.98	\$12,188,253.02	33%	\$19,566,253.08

CTC DOUBLE SHIFTS WORKED 4/19/16 THRU 5/16/16

Date	Employee Name	Classification	shifts worked
5/17/2016	JOHN BEGALKE	CNA	PM NOC
5/17/2016	RESA VAN ITEN	LPN	AM PM
5/19/2016	JILL WITSCHER	CNA	AM PM
5/21/2016	ANGELO PITCHFORD	CNA	AM PM
5/21/2016	BOB JOACHIM	CNA	AM PM
5/21/2016	JOHN BEGALKE	CNA	PM NOC
5/22/2016	ANGELO PITCHFORD	CNA	AM PM
5/27/2016	JOHN BEGALKE	CNA	PM NOC
5/28/2016	LALA LUCKETT	CNA	AM PM
5/28/2016	JOHN BEGALKE	CNA	PM NOC
5/28/2016	DARRYL ROSARIO	CNA	AM PM
5/29/2016	CRYSTAL LITTERAL	CNA	AM PM
5/29/2016	JOHN BEGALKE	CNA	PM NOC
5/29/2016	LALA LUCKETT	CNA	AM PM
5/30/2016	JOHN BEGALKE	CNA	PM NOC
5/31/2016	JOHN BEGALKE	CNA	PM NOC
6/2/2016	JOHN BEGALKE	CNA	PM NOC
6/3/2016	JOHN BEGALKE	CNA	PM NOC
6/4/2016	ANGELO PITCHFORD	CNA	AM PM
6/5/2016	LALA LUCKETT	CNA	AM PM
6/5/2016	TARRAH ALLEN	CNA	AM PM
6/5/2016	BOB JOACHIM	CNA	AM PM
6/5/2016	NICOLE HAWK	LPN	PM NOC
6/6/2016	TARRAH ALLEN	CNA	AM PM
6/6/2016	JOHN BEGALKE	CNA	PM NOC
6/7/2016	TARRAH ALLEN	CNA	AM PM
6/8/2016	JOHN BEGALKE	CNA	PM NOC
6/9/2016	JENNIFER LEPAK	LPN	AM PM
6/10/2016	RACHAEL DEVLIN	RN	AM PM
6/11/2016	MANDY WOODWARD	RN	PM NOC
11-Jun	KRISTI KNIPP	CNA	AM PM
6/11/2016	DESI BAUMGARTNER	CNA	NOC AM
6/11/2016	JOHN BEGALKE	CNA	PM NOC
12-Jun	LALA LUCKETT	CNA	AM PM
6/12/2016	BRIAN FURST	CNA	AM PM
12-Jun	CHUE CHANGE	CNA	PM NOC
13-Jun	JOHN BEGALKE	CNA	PM NOC

8a

**BROWN COUNTY COMMUNITY TREATMENT CENTER
MAY 2016 BAY HAVEN STATISTICS**

ADMISSIONS	May	YTD 2016	YTD 2015
Voluntary - Mental Illness	24	101	60
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	0	0	0
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	0	0	0
Commitment - Mental Illness	0	0	0
Return from Conditional Release	0	0	0
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	24	101	60

AVERAGE DAILY CENSUS	May	YTD 2016	YTD 2015
Bay Haven	4.4	3.5	1.2
TOTAL	4.4	3.5	1.2

INPATIENT SERVICE DAYS			
Bay Haven	135	532	182
TOTAL	135	532	182

BED OCCUPANCY			
Bay Haven	29%	23%	8%
Bay Haven	29%	23%	8%

DISCHARGES			
Bay Haven	24	100	61
TOTAL	24	100	61

DISCHARGE DAYS			
Bay Haven	104	496	185
TOTAL	104	496	185

ADMISSIONS BY UNITS			
Bay Haven	24	101	60
TOTAL	24	101	60

AVERAGE LENGTH OF STAY			
Bay Haven	4	5	3
TOTAL	4	5	3

ADMISSIONS BY COUNTY			
Brown	22	88	45
Door	0	3	1
Kewaunee	0	1	4
Oconto	0	1	2
Marinette	0	0	0
Shawano	1	3	6
Waupaca	0	0	0
Menominee	1	1	0
Outagamie	0	1	1
Manitowoc	0	1	1
Winnebago	0	0	0
Other	0	2	0
TOTAL	24	101	60

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	4	2
Door	0	1	0
Kewaunee	0	1	4
Oconto	0	0	4
Marinette	0	0	0
Shawano	2	1	5
Waupaca	0	0	0
Menominee	6	3	0
Outagamie	0	0	0
Manitowoc	0	1	0
Winnebago	0	0	0
Other	0	2	0
TOTAL	4	4	3

NEW ADMISSIONS			
Bay Haven	16	75	46
TOTAL	16	75	46

In/Outs	Current	YTD 2016	2015
	3	11	1

READMIT WITHIN 30 DAYS			
Bay Haven	2	7	3
TOTAL	2	7	3

8b

**BROWN COUNTY COMMUNITY TREATMENT CENTER
MAY 2016 NICOLET PSYCHIATRIC CENTER STATISTICS**

ADMISSIONS	May	YTD 2016	YTD 2015
Voluntary - Mental Illness	5	68	73
Voluntary - Alcohol	0	0	0
Voluntary - AODA/Drug	0	0	0
Police Protective Custody - Alcohol	0	0	0
Commitment - Alcohol	0	0	0
Commitment - Drug	0	0	0
Court-Ordered Evaluation	0	0	0
Emergency Commitment- Alcohol	0	0	0
Emergency Detention - Drug	0	0	0
Emergency Detention - Mental Illness	48	261	276
Court Order Prelim. - Mental Illness	0	0	0
Court Order Prelim. - Alcohol	0	0	0
Court Order for Final Hearing	1	10	6
Commitment - Mental Illness	0	0	0
Return from Conditional Release	6	37	38
Court Order Prelim. - Drug	0	0	0
Other	0	0	0
TOTAL	60	376	393

ADMISSIONS BY UNITS			
Nicolet	60	376	393
TOTAL	60	376	393

ADMISSIONS BY COUNTY			
Brown	49	293	261
Door	0	8	10
Kewaunee	1	10	10
Oconto	2	13	18
Marinette	1	6	15
Shawano	1	6	23
Waupaca	0	2	1
Menominee	0	4	3
Outagamie	1	8	4
Manitowoc	2	14	27
Winnebago	0	1	2
Other	3	11	19
TOTAL	60	376	393

NEW ADMISSIONS			
Nicolet	31	189	181
TOTAL	31	189	181

READMIT WITHIN 30 DAYS			
Nicolet	6	42	61
TOTAL	6	42	61

AVERAGE DAILY CENSUS	May	YTD 2016	YTD 2015
Nicolet	11.6	11.0	9.6
TOTAL	11.6	11.0	9.6

INPATIENT SERVICE DAYS			
Nicolet	359	1677	1465
TOTAL	359	1677	1465

BED OCCUPANCY			
Nicolet	72%	69%	61%
TOTAL	72%	69%	61%

DISCHARGES			
Nicolet	58	373	400
TOTAL	58	373	400

DISCHARGE DAYS			
Nicolet	348	1650	1492
TOTAL	348	1650	1492

AVERAGE LENGTH OF STAY			
Nicolet	6	4	4
TOTAL	6	4	4

AVERAGE LENGTH OF STAY BY COUNTY			
Brown	5	5	4
Door	0	4	1
Kewaunee	6	6	3
Oconto	3	3	4
Marinette	15	10	4
Shawano	10	8	5
Waupaca	0	0	1
Menominee	30	20	3
Outagamie	3	3	2
Manitowoc	4	4	4
Winnebago	0	0	1
Other	4	4	4
TOTAL	6	5	4

In/Outs	Current	YTD 2016	2015
	1	15	23

8b

**BELLIN PSYCHIATRIC CENTER
INVOLUNTARY AND VOLUNTARY CHILD/ADOLESCENT ADMISSIONS**

	May-14	May-15	May-16
VOLUNTARY ADMISSIONS	32	25	27
INVOLUNTARY ADMISSIONS	9	13	13
VOLUNTARY INPATIENT DAYS	118.4	121	137
INVOLUNTARY INPATIENT DAYS	49.5	61	66
VOL. AV. LENGTH OF STAY	3.7	4.8	3.4
INVOL AV. LENGTH OF STAY	5.5	4.71	5.1

Report of Child Abuse/Neglect by Month

Month	2014	2015	2016	% Change from 2015 to 2016
January	404	415	435	4.82 %
February	433	432	463	6.19 %
March	431	460	466	1.3%
April	487	455	452	-.66%
May	470	422		
June	345	330		
July	311	312		
August	298	282		
September	439	420		
October	461	440		
November	320	426		
December	397	415		
Total	4796	4809		

Reports Investigated by Month

Month	2014	2015	2016	% Increase from 2015 to 2016
January	153	146	163	11.64%
February	140	141	139	-1.42 %
March	160	161	122	-24.22%
April	168	144	136	-5.56%
May	164	147		
June	143	143		
July	139	113		
August	116	113		
September	164	150		
October	165	141		
November	128	100		
December	137	121		
Total	1777	1620		

HUMAN SERVICES

2016 PROVIDER CONTRACT LIST - 6/14/2016

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount	Updated Not-to-Exceed Amount
Acceptational Minds LLC	Living skills for behaviorally-challenged children/families	Children	CLTS	1/7/2016	1/15/16	\$75,000	\$75,000
Adams L AFH	3-4 bed traditional adult family home	MH/AODA	Behavioral Health	11/30/15	1/5/16	\$111,218	\$111,218
Advocates for Healthy Transitional Living LLC	Foster and respite care	High behavioral needs children	CABHU, CPS, CLTS	1/19/16	1/26/16	\$275,000	\$275,000
Advocates Extension LLC	Counseling, daily living skills, summer programming, respite care, CCS services	High behavioral needs children	CABHU, CPS, JJ, CLTS	1/19/16	1/26/16	\$700,000	\$707,500
Agnesian Healthcare Inc.	Autism services	Children	CLTS	11/30/15	1/11/16	\$22,100	\$22,100
American Foundation of Counseling	Foster care services	Children	CPS	12/7/15	1/11/16	\$100,000	\$100,000
Anderson, Campell Educational Teaching (ACE)	Daily living skills training	Children	CLTS	11/17/15	1/11/16	\$24,000	\$24,000
Angels on Arcadian	CBRF (assisted living)	DD, PD	C-COP		1/28/16	\$150,000	\$150,000
Anna's Healthcare (formerly County Living)	CBRF (assisted living)	MH/AODA	Behavioral Health, C-COP	11/30/15	1/19/16	\$180,000	\$180,000
ASPIRO Inc.	Birth to 3 services, respite, prevocational training, adult day programming	DD youth/children	C-COP, CLTS	12/17/15	1/4/16	\$414,500	\$429,500
Bellin Health Occupational Health Solutions	Drug screenings	Adult parents	CPS	11/30/15	1/19/16	\$25,000	\$25,000
Bellin Psychiatric Center	Inpatient psychiatric and detox services	MH/AODA	Behavioral Health	1/25/16	2/8/16	\$10,000	\$235,000
Bennin, Marilyn	PALS volunteer trainer	PALS program volunteers	CPS	12/1/15	1/14/16	\$9,000	\$9,000
Better Days Mentoring	Youth mentoring services, daily living skills	Youth	JJ	12/21/15	1/5/16	\$25,000	\$25,000
Boll Adult Care Concepts	Corporate adult family home (assisted living) with CCS services for high needs behavioral health	MH/AODA	Behavioral Health, C-COP	12/17/15	12/29/15	\$825,000	\$825,000
Brotoloc Health Care System	CBRF and corporate adult family homes (assisted living)	PD with MH issues	C-COP	11/30/15	1/14/16	\$558,000	\$558,000
Caravel Autism Services	Autism services	Children		12/1/15	12/16/15	\$375,000	\$375,000
Care for All Ages (CFAA)	CBRF (assisted living), child day care	Children	CPS	11/30/15	1/11/16	\$50,000	\$50,000
Catholic Charities of the Diocese of GB	Teen Parenting program, fiscal agent services	Teens	CPS	11/30/15	12/21/15	\$169,406	\$169,406
Centerpiece LLC	Autism services	Children	CLTS	11/30/15	12/11/15	\$190,000	\$190,000
Cerebral Palsy Inc.	Birth to 3 services, respite, adult day programming	DD youth/children	CLTS, C-COP	12/17/15	12/29/15	\$314,500	\$314,500
Childrens Service Society	Foster care services	Children	CLTS	12/7/15	12/29/15	\$25,000	\$25,000
Chileada Institute	Children high-needs residential care center	Children	CPS, CABHU	1/14/16	1/25/16	\$175,000	\$175,000
Clarity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	C-COP	12/16/15	1/28/16	\$53,000	\$53,000

HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 6/14/2016

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount	Updated Not-to-Exceed Amount
Compass Development	CBRF (assisted living)	PD with MH issues	C-COP	4/18/16	4/28/16	\$45,000	\$45,000
Curative Connections (formerly NEW Curative)	Supportive home care, specialized transportation, prevocational training, daily living skills, CCS services	MH/AODA	JJ, CPS, CLTS, C-COP	12/17/15	1/7/16	\$257,000	\$257,000
Curo Care LLC	Corporate adult family homes (assisted living)	PD with MH issues	C-COP	11/30/15	12/29/15	\$200,000	\$200,000
Darnell Receiving Home	Receiving home for emergency placements	Children	CPS	12/7/15	12/21/15	\$19,710	\$19,710
Deer Path Assisted Living Inc.	CBRF, corporate adult family homes (assisted living)	MH/AODA	Behavioral Health, C-COP	11/30/15	1/12/16	\$300,000	\$315,500
Dodge County (DBA Clearview Behavioral Health)	Brain injury rehabilitation center	Adults w/traumatic brain injury	Behavioral Health	11/30/15	1/4/16	\$285,000	\$285,000
Dynamic Family Solutions	Family counseling/treatment programs	Families of juvenile delinquent	JJ	12/29/15	1/19/16	\$155,000	\$155,000
East Shore Industries	Day programming for PD/DD disabled	PD with MH issues	C-COP	11/30/15	1/11/16	\$10,000	\$10,000
Elsner AFH	1-2 bed traditional adult family home	MH	Behavioral Health	1/18/16	1/25/16	\$15,826	\$15,826
Encompass Child Care Engberg AFH	Child day care	Children	CPS	11/30/15	12/21/15	\$70,000	\$70,000
	1-2 bed traditional adult family home	PD with MH issues	C-COP	11/30/15	12/7/15	\$15,852	\$15,852
Expressive Therapies LLC	Music therapy for children	Children	CLTS	5/16/16	5/26/16	\$15,000	\$15,000
Family Services of Northeast Wisconsin Inc.	CBRF (assisted living), CRISIS Center services, counseling, CCS services	MH/AODA, children	Behavioral Health, CABHU, APS, CPS, C-COP	12/17/15	12/29/15	\$2,440,015	\$2,614,015
Family Training Program	Parenting/family skills training	CSP parents, parents of juvenile delinquent	JJ, CSP	12/29/15	1/11/16	\$155,000	\$155,000
Golden House Gonzalez AFH	Domestic abuse services	Adults in need	APS	12/1/15	12/11/15	\$63,086	\$63,086
	3-4 bed traditional adult family home	PD with MH issues	C-COP	11/30/15	1/14/16	\$50,300	\$50,300
Goodwill Industries	Prevocational services	PD with MH issues	C-COP	12/1/15	12/21/15	\$6,000	\$6,000
Green Bay Transit Commission - NO CONTRACT	Bus passes for transportation to/from school, meetings with parents, etc.	CPS case children and adults	CPS	---	---	\$15,000	\$15,000

HUMAN SERVICES

2016 PROVIDER CONTRACT LIST - 6/14/2016

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount	Updated Not-to-Exceed Amount
Helping Hands Caregivers	Supportive home care	PD with MH issues	C-COP	12/1/15	1/11/16	\$10,000	\$10,000
Home Instead Senior Care	Supportive home care	PD with MH issues	C-COP	12/1/15	1/4/16	\$10,000	\$10,000
Homes for Independent Living	CBRF (assisted living)	MH	Behavioral Health	12/1/15	1/4/16	\$260,000	\$260,000
Improved Living Services	Corporate adult family homes (assisted living), CCS services	MH	Behavioral Health	12/1/15	12/14/15	\$331,000	\$338,500
Infinity Care Inc.	CBRF (assisted living), home health care	PD with MH issues	C-COP	12/1/15	12/8/15	\$130,000	\$130,000
Innovative Counseling	Autism services	Children	CLTS	12/1/15	1/19/16	\$10,000	\$10,000
Innovative Services	Corporate adult family home (assisted living), CCS services, daily living skills, supportive home care	High-needs MH	Behavioral Health, CABHU, JJ, CPS, C-COP	1/4/16	1/14/16	\$1,814,200	\$1,814,200
KCC Fiscal Agent Services	Payor of client-hired personal care workers	Children with long-term care needs	CLTS	12/8/15	12/29/15	\$800,000	\$800,000
Klein, Steven Dr.	Autism services	Children	CLTS	12/1/15	12/10/15	\$535,000	\$535,000
Krueger Receiving Home	Receiving home for emergency placements	Children	CPS	12/7/15	12/29/15	\$13,140	\$13,140
Lac Du Flambeau Lake Superior Chippewa Indians	Gookomis Endaad AODA residential treatment	Native American AODA	Behavioral Health	3/14/16	4/18/16	\$50,000	\$50,000
Lad Lake	Youth high-needs residential care center	Youth boys ages 9-21	JJ, CPS	12/1/15	1/4/16	\$40,000	\$40,000
Lamers Bus Lines Inc.	Specialized transportation	DD youth transitioning to adults	CLTS	12/1/15	12/21/15	\$25,000	\$25,000
Liska, Joann	IDP/OWI assessments	AODA	Behavioral Health	11/30/15	12/29/15	\$5,000	\$5,000
Lutheran Social Services	CBRF (assisted living) with CCS services	MH/AODA	Behavioral Health	1/18/16	1/28/16	\$765,000	\$765,000
Macht Village Programs Inc. (MVP)	Respite care, counseling, daily living skills, CCS services	High behavioral needs children	CABHU, CPS, JJ, CLTS	12/1/15	1/11/16	\$800,000	\$800,000
Matthews Senior Living	CBRF (assisted living)	PD with MH issues	Behavioral Health, C-COP	12/1/15	1/7/16	\$100,000	\$100,000
McCormick Memorial Home	CBRF (assisted living)	MH/AODA	Behavioral Health	12/1/15	1/7/16	\$162,500	\$162,500
Mystic Meadows LLC	Corporate AFH (assisted living)	MH/AODA	Behavioral Health, C-COP	12/1/15	12/10/15	\$200,000	\$200,000

8e

HUMAN SERVICES

2016 PROVIDER CONTRACT LIST - 6/14/2016

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount	Updated Not-to-Exceed Amount
NEW Community Shelter Inc.	Homeless sheltering services	MH	Behavioral Health	12/1/15	12/29/15	\$40,000	\$40,000
Northwest Passage	Children high-needs residential care center	Children	CPS, CABHU	12/1/15	12/15/15	\$125,000	\$125,000
Options for Independent Living Inc.	CCS services, home modification assessments	MH/AODA	Behavioral Health, CLTS	12/1/15	12/11/15	\$15,000	\$15,000
Options Lab Inc.	Drug screenings	AODA, CPS parents	Behavioral Health, CABHU, JJ, CP	12/1/15	12/21/15	\$40,000	\$40,000
Options Treatment Program	AODA treatment, CCS services	AODA	Behavioral Health, CABHU, JJ, CP	12/17/15	1/25/16	\$175,000	\$199,680
Paragon Industries	Daily respite care	Children with long-term care needs	CLTS	12/1/15	1/14/16	\$125,000	\$125,000
Parent Team - CLOSED AS OF 2/13/16	Parenting/family skills training	CSP parents, parents of juvenile delinquent/MH	CABHU, CPS, JJ	12/1/15	12/11/15	\$200,000	\$200,000
Parmentier AFH	3-4 bed traditional adult family home	MH	Behavioral Health, C-COP	11/30/15	12/10/15	\$44,217	\$44,217
Phoenix Behavioral Health Services Pnuma Health Care	Autism services CBRF (assisted living)	Children PD with MH issues	CLTS Behavioral Health, C-COP	12/1/15 12/1/15	12/8/15 12/10/15	\$40,000 \$200,000	\$40,000 \$200,000
Productive Living Systems	Corporate adult family homes, CBRF (assisted living), supportive apartment program	MH/AODA	Behavioral Health, C-COP	1/12/16	1/29/16	\$325,000	\$325,000
Ravenwood Behavioral Health	Nursing home for high-needs MH clients	High-needs MH	Behavioral Health	12/1/15	1/11/16	\$100,000	\$100,000
Rehab Resources REM Wisconsin	Birth to 3 services Corporate adult family home, CBRF (assisted living)	DD children MH, PD with MH issues	CLTS Behavioral Health, C-COP	12/17/15 12/8/15	1/4/16 12/21/15	\$200,000 \$267,500	\$200,000 \$286,535
Res-Care Wisconsin	Home health care	PD with MH issues	C-COP	12/17/15	1/4/16	\$10,000	\$10,000
Schaumburg, Laurie	APNP Services at CTC	MH	Behavioral Health	11/30/15	2/8/16	\$25,000	\$25,000
Slaght AFH	3-4 bed traditional adult family home	MH	Behavioral Health	11/30/15	1/12/16	\$48,452	\$48,452

8e

HUMAN SERVICES
2016 PROVIDER CONTRACT LIST - 6/14/2016

Agency	Service(s) Description	Target Client	Program Unit(s)	Contract Sent	Contract Returned	Original Not-to-Exceed Amount	Updated Not-to-Exceed Amount
Smet AFH	1-2 bed traditional adult family home	MH	Behavioral Health	11/30/15	12/29/15	\$59,371	\$59,371
Southern Home Care Services	Home health care	PD with MH issues	C-COP	12/17/15	1/4/16	\$10,000	\$10,000
Spectrum Behavioral Health	CCS services	Children	CLTS	1/26/16	2/23/16	\$50,000	\$50,000
St. Vincent Hospital	Birth to 3 services, home delivered meals	DD children, PD with MH issues	C-COP, CLTS	12/17/15	1/28/16	\$100,000	\$100,000
Talbot AFH	1-2 bed traditional adult family home	MH	Behavioral Health	11/30/15	12/29/15	\$6,000	\$6,000
Tomorrow's Children Inc.	Children high-needs residential care center	High behavioral needs children	CABHU	12/21/15	12/30/15	\$100,000	\$100,000
Trempealeau County Health Care	County-run adult family homes, CBRF (assisted living), and institute for mental disease	Very high-needs MH	Behavioral Health	12/3/15	12/14/15	\$1,166,000	\$1,166,000
VanLanen Receiving Home	Receiving home for emergency placements	Children	CPS	12/7/15	1/7/16	\$19,710	\$19,710
Villa Hope	CBRF (assisted living), supportive apartment program	MH/AODA	Behavioral Health	12/3/15	12/29/15	\$1,589,472	\$1,589,472
Warren, John MD	Medical services at CTC	MH	Behavioral Health	12/1/15	12/21/15	\$200,000	\$200,000
Wisconsin Early Autism Project	Autism services	Children	CLTS	12/3/15	12/15/15	\$370,000	\$370,000
Wisconsin Family Ties	Family support and advocacy services	Parents of MH/juvenile delinquent	CABHU, JJ	12/3/15	12/21/15	\$26,000	\$26,000
TOTAL						\$20,711,075	\$21,199,290

8e

Brown County Human Services
New Non-Continuous and Contracted Providers
 June 14, 2016

REQUEST FOR NON-CONTINUOUS PROVIDER			
PROVIDER	SERVICE DESCRIPTION	NOT-TO-EXCEED AMOUNT	DATE
Individual	Foster Care	\$10,000	5/23/2016
Individual	One time respite payment for child	\$10,000	5/24/2016
Individual	Respite for a few months for child	\$10,000	5/24/2016
Krohn Clinic	Medical services for Trempealeau client	\$10,000	5/24/2016
Individual	Reimburse for Items/services through Family Support/CCOP	\$10,000	5/24/2016
Phil's Driving School	Drivers ed for child protection child (ps grant)	\$10,000	6/6/2016
Individual	Mom paying for respite at the Y program	\$10,000	6/6/2016
Individual	Providing ongoing respite for a relative	\$10,000	6/6/2016

REQUEST FOR NEW PROVIDER CONTRACT				
PROVIDER	SERVICE DESCRIPTION	TARGET CLIENTS	NOT-TO-EXCEED CONTRACT AMOUNT	DATE